

Registration Deadlines

Caverna (Region 4):	February 7, 2015
Morehead (Region 7):	February 14, 2015
NKU (Region 6):	February 21, 2015
EKU (Region 5):	February, 28, 2015
Kentucky Wesleyan (Region 1-2):	March 7, 2015
SKCTC (Region 8):	March 14, 2015
Louisville (Region 3):	March 14, 2015

History Day Contest Registration

This guide contains information to help teachers, students and parents register and prepare for your district History Day Contest. It will assist you in completing your online registration. Participants should read this guide carefully before beginning. If you have questions about your district, please contact Cheryl Caskey at cheryl.caskey@ky.gov or 502-564-1792, ext. 4461.

REGISTRATION INSTRUCTIONS

All teachers and students must have a Registration Profile in the online system. Student accounts are established by a teacher or state coordinator*.

Important: Please be sure to only create one profile per teacher/student.

All registrants will need the following items:

- School Telephone Number
- School Contact Information
- Your Email Address (**valid email addresses are required**)

Students and Teachers will need these additional items:

- Teacher Name and School
- Entry Category, Division and Title
- Names of All the Students in a Group Entry
- Description of Entry

Registration will open January 5, 2015 for all contests and will close on the above deadline date.

***Only if absolutely necessary will the state coordinator be responsible for creating student accounts.**

LOGGING INTO ONLINE REGISTRATION (For all participants)

- Begin the registration process by going to ky.nhd.org.
- **Click on the “Online Registration” button on the left on the homepage.**
- Select the contest for which you intend to register.
 - Please be sure to select your correct regional contest. You can check by visiting the [map](#) and finding your county. (You will see a screen similar to the image below, but with all contests listed).

Online Registration | Help Resources

- [System Requirements](#)
- [Registration Overview](#)
- [Teacher Registration & FAQs](#)
- [Student Registration & FAQs](#)
- [Judge & Other Registration & FAQs](#)

To begin or continue registration, select your competition from the list below.

District

- [2015 Regional 7 Contest](#)

- Once you select your contest you will be taken to another page (that looks like the image below). Select your registrant type from the drop down menu at the very bottom of the page (**Educator with Competing Students, Competing Student, etc.**).

First Time Visitors

To create your History Day account, follow the steps below. Once these steps are completed, you will be sent to your personal Registration Status Page.

STEP 1: Select the registrant type that best describes you from the drop-down list below.

NOTE: Registration for PARENTS and FAMILY/FRIENDS of Students is managed through the Student Account. After selecting your registrant type, you will need to enter the student username and password to continue.

STEP 2 TEACHERS: You must begin the registration process for yourself and your students. To enable students to register, you will enter some basic information about each participant and entry, including students names and last four digits of their phone numbers. The information you enter will then allow the students to log into the system and complete their registration.

If you are a **teacher registering for a contest for the first time this year**, select the link "Don't have a username and password? Click here to begin." You'll be asked to complete a personal information form, including a username and password for yourself.

STEP 2 STUDENTS: Your teacher must enter some basic information about you, including your name and last four digits of your phone number, so that you can access the system and create a History Day account.

If you are a **student registering for a contest for the first time this year**, select the link "Don't have a username and password? Click here to begin." You'll be asked to identify yourself by entering your last name, school state and last four digits of your phone number and confirming your identity in the system. You'll then be asked to create your new History Day account username and password.

STEP 2 ALL OTHERS: If you are a **judge, volunteer or alumni registering for a contest for the first time this year**, select the link "Don't have a username and password? Click here to begin." You'll be asked to complete a personal information form, including a username and password for yourself.

STEP 3: Complete all required registration information indicated on your Status Page.

STEP 4: Review your choices and pay for outstanding contest fees.

Please choose the registrant type that best describes you.

Choose one



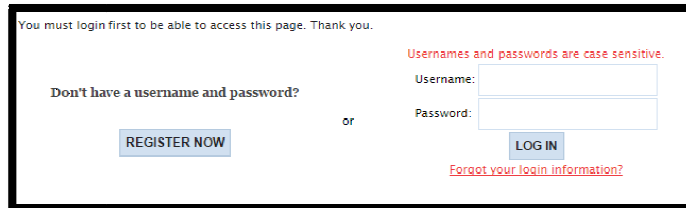
GO

TEACHERS

You **MUST** log into registration to set up your teacher profile and enter information for your students **BEFORE** they can login and complete their registration. Any item in **red** or with an asterisk(*) is required.

Step 1: Create your profile (You will need to create a new profile for this year)

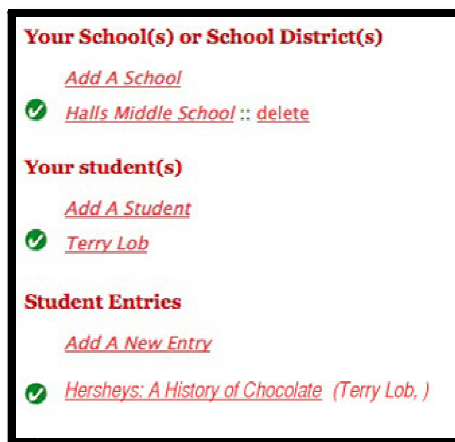
- If this is the first time you are registering for a contest online this year, click on the *Don't have a username and password? Click here to begin* link on the left.



- You will then enter basic information and create your new username and password. You can use your school information instead of your home information.
Note: it is important that you enter complete and correct information for yourself, your students and their entries. This information is used for contest materials, and allows contest coordinators to contact you or the students should there be a problem.

Step 2: Adding your school

- Once you have created your profile and logged in you will be taken to your registration page, which will look a little like this:



- If your school is not on the drop down list please select the “add your school to the database” link. You will then enter your school information in and your school will be added.

Step 3: Adding your students

- Once you have added your school you can begin adding your students. You will see a form that looks like this:

Quick Add Student

School ▼ Please select one

First Name

Last Name

Preferred Mailing Address

Address Street Number, Street Name, Apt. Number, Suite Number, etc.

State ▼ KY

Last Four Digits of Home Phone

- Where it says “Preferred mailing address”, use your school address instead of gathering the student’s home address.
- Where it says “Last Four Digits of Home Phone”, use the last four digits of your school number for ease.
- You can add all of your students at once or save and continue at a later time.

Step 4: Adding entries (student projects)

STOP: Do not add entries until you have added all of your students.

To add student entries you will need the below information:

- Division (Elementary, Junior, Senior)
- Category (Exhibit, Paper, Performance, Documentary, Website)
- Weebly ID, student’s username and password for students completing a website.*
- Project title
- Names of all students participating in the entry.

***The weebly ID is only the 8 digit number in the URL (Ex: <http://95238250.nhd.weebly.com/>). It is important that you include just the number so that judges will be able to view your websites.**

Important: Be sure you associate each entry with the correct student by choosing the correct name from the drop down menu.

Step 5: Completing student registration

At this point you will see a red x by your students’ names.

- If you are registering for them you will need to click on each students’ name and finish entering in their information. You can use your school address in place of their address. Once you have done that for all your students you should see green checkmarks by their names and entries. This means your registration is complete.
- If you are having your students complete their registration then direct them to the section below regarding student registration. If you created a username and password for them, please be sure to give it to them.

STUDENTS: Follow the above steps for Logging into the system

- You'll be asked to identify yourself using your school's state, your first and last name, and the last four digits of your home telephone number or the number your teacher assigned you.
- Once the registration system has located your information, you will be asked to create a username and password.
- Once your username and password are created, the system will "log you in" so you can continue registering.

***Note:** If you are having difficulty logging in, check with your teacher first to make sure he/she has entered your correct information.*

Please make a note of your username and password, as you will need them again should you wish to return later to update or complete your registration. This will also be your username and password for the National contest should you advance.

NOTE: Group Entries

- If you are registering in a group entry, each person in your group must register individually.
- During the registration process, make sure the other members of your group are listed under your entry in your registration profile.
- You also will want to check with your group members to make sure everyone has completed their registration information and paid all applicable fees before the registration deadline.

CONFIRMING YOUR REGISTRATION INFORMATION

Click the "*Email Me a Copy of My Registration*" button found at the bottom of your Registration Status Page. The registration system will send a recap of the information you've entered, including your username and password, to the "preferred e-mail contact" address you provided during your registration.

Please confirm that your name, mailing address, phone number, and email address are complete and accurate. This information is necessary for NHD staff to contact you in case an issue arises, or to mail back student certificate packets after the contest.

FINISH & PAY

Contest Fees

IMPORTANT: You will receive an invoice for your fees once registration has closed. Payment will be due the day of your contest.

Each student must pay the **\$10.00*** registration fee to attend the contest. KHS accepts school purchase orders, personal checks, or cash.

Please make checks payable to **Kentucky Junior Historical Society** and mail them to:
100 W. Broadway, Frankfort, KY 40601

IMPORTANT CONTACT INFORMATION

For any technical or general registration issues, please email cheryl.caskey@ky.gov or call 502-564-1792, ext. 4461

IMPORTANT ENTRY INSTRUCTIONS

■ Paper Entries

- All papers must be submitted to the state coordinator two weeks before your contest by mail or **one week before the contest** electronically.
- By mail, send to: Cheryl Caskey, 100 W. Broadway, Frankfort, KY 40601.
- By email: cheryl.caskey@ky.gov

■ Website Entries

- All website URL's must be submitted one week prior to your contest.